

**EAST LYME PUBLIC LIBRARY**  
**MINUTES of the BOARD of TRUSTEES MEETING**  
**May 2, 2016 at 7:30 p.m.**

FILED IN EAST LYME  
CONNECTICUT  
May 2, 2016 AT 1:55 AM/PM  
*[Signature]*  
EAST LYME TOWN CLERK

**Present:** T. Attanasio, T. Borden, H. Cheeseman, A. Doak, M. Dunphy, M. Helms, L. Hobby, J. Hoye, D. Jacobs, L. McIlhenny, R. Morrill, S. Moss, R. Patmore, J. Peters, B. Skinner, L. Timothy, and Corinne Weber.

**Call to Order:** President Holly Cheeseman called the meeting to order at 7:30 p.m.

**Delegations from the Public:** None present

**Secretary's Minutes:** Minutes from the meeting of March 29, 2016 were mailed to each trustee. June Hoye moved that the minutes be accepted. Seconded by Dave Jacobs. Motion passed.

**Treasurer's Report:** The Treasurer's Report (for ten months ending April 30, 2016) was mailed prior to tonight's meeting and the Annual Fund Drive Report through April, 2016 was distributed at the meeting. Lisa Timothy said that all budget figures are where they should be at this time. Marilyn Dunphy asked for an explanation of the Transient Gift Fund. Lisa explained that every year the interest from the Eastern Connecticut Endowment accrues and can either be reinvested or spent. During last year's trustee meetings, there was discussion that this money should be spent, rather than reinvested. Therefore, this year that interest appears as Transient Gift Fund and was used toward the purchase of computers. Dave Jacobs moved that the Treasurer's Report be accepted. Seconded by Loretta McIlhenny. Motion passed.

**Director's Report:** Lisa gave her report as follows:

- Since our last meeting, Lisa discussed the cuts made to the 2017 Library Budget at a hearing of the Town's Finance Committee. There have been no further cuts made to this budget. Since the original cuts made to the budget could impact Sunday openings, Lisa mentioned that she is working very hard to insure that we do not close on Sundays, and that she will use the Annual Fund for materials. Since the health insurance coverage has not been finalized; when it is, the costs could impact the projected budget.
- The interlibrary book transit system still has issues to be worked out. All libraries in the state use this method of transporting material, and several of those libraries still have bins waiting for delivery. Lisa said that the library directors are in communication on this problem and hope to have it resolved in the not too distant future.
- The trustees will have five vacancies as of the July meeting. Both Dave Jacobs and Lois Hobby are scheduled to rotate off the Board in July. Our three high school members are all expected to return next year. The Board plans to offer one of the positions to Abe Fisher (as discussed at the last meeting), so that will leave the Board with four vacancies.
- Lisa and Tara are beginning a more intensive evaluation process for the eleven full time staff and nineteen part time staff. This process is in preparation for a strategic planning process.
- The 36<sup>th</sup> Annual Fund Drive continues with good results. This year's fund drive has received \$1,000 more since the last report. The mailers for the 37<sup>th</sup> Annual Fund Drive will feature the library's new logo and it will be mailed July 1<sup>st</sup>, 2016.
- The iMovie makers (funded by our LSTA grant) held a successful flip book animation workshop for middle school students. These workshops will continue into the summer.
- The library has purchased 12 new computers with grant money from the Eastern Connecticut Foundation. All computers that predate 2010 have been replaced.
- Online payments for library fees continues to be a successful venture.

- The reception honoring Nancy Collins and the purchase of children's books has been cancelled. Over \$3,000 was given in Nancy Collins' memory. The family appreciated the thought of a reception, but asked that we not have one.
- The library is partnering with the Parks and Rec Department to show outdoor movies on Friday nights at McCooks this September. A screening of the movie *Jaws* will be shown this summer.
- The East Lyme Library Foundation is sponsoring a bus trip to the New Britain Museum of American Art Thursday, June 23<sup>rd</sup>. Tickets may be purchased at the Circulation Desk for \$65.
- The library is planning to set up a booth for the East Lyme Day celebration on July 16<sup>th</sup> from 3-9 p.m. Volunteers are encouraged to sign up for this popular event.

**President's Update:** Holly mentioned that she received an e-mail from Molly Helms regarding the consideration of adding Patricia Carey to the Board. Holly said she would give Patricia a call. Holly welcomes other suggestions of names for the Board membership positions.

#### **Committee Reports:**

- **Administrative/policy** – Nothing to report.
- **Personnel:** - Nothing to report
- **Public Relations:** - Nothing to report.
- **Nominating:** - Holly asked for a motion to reinstate Abe Fisher to the board. Dave Jacobs moved that Abe Fisher be reinstated to the Board in July. Corinne Weber seconded the motion. Motion passed.
- **Budget:** Nothing further to report.
- **Publications Committee** – Nothing to report, however, Corinne Weber is planning to meet with her committee to brainstorm ideas.

**Old Business:** Regarding the topic of a parking space designated for patrons to easily drop off or pick up materials from the library, Marilyn Dunphy met with Bill Scheer and Victor Benni to discuss this possibility and to also discuss the traffic pattern. They explained to her that nothing could be done without the consent of the state as the state sets traffic jurisdiction and the number of handicapped spaces that any business/office should have. The number of handicapped spaces is determined by the size of the parking lot and the number of people that come and go on a daily basis. They told her they would ask the state. Marilyn said she would get back to them and report at the July meeting.

**New Business.** Tara Borden and Ashley Doak have been creating a new web page using Square Space, and plan to have the transition to the new web page for the library ready for Memorial Day. They gave a demonstration to the Board on their work which makes the navigation to the different sections much more user friendly and easier to follow. They have done a superb job given their daunting task. They asked the Board for any suggestions they might have.

**Date of next meeting:** Monday, July 11, 2016, 7:00 p.m. Annual Meeting

There being no further business, Loretta McIlhenny moved that the meeting be adjourned at 8:35 pm. Marilyn Dunphy seconded the motion. Motion passed.

Respectfully submitted,

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Molly A. Helms, Secretary